



October 7, 2015

TO ALL UTILITY COMMISSION MEMBERS:

GERRY WARNER
BOB MULLEN
JERRY FREY
DAN CASEY
PAT BECKER

This is to inform you that there will be a Utility Commission Meeting on **October 7, 2015 at 7:30 a.m.** in the Administrator's office at the Civic Center.

AGENDA:

1. Call to order
2. Adoption of agenda
3. Approval of previous commission meeting minutes
4. Approval of bills and disbursements – September 2015
5. Public Comment
6. Solar Garden – Project Agreement Approval
7. Shared Savings Loan – Domain, Inc
8. Water/Wastewater GIS Update
9. Staff Reports
10. Communications and miscellaneous correspondence
11. Adjourn

A handwritten signature in black ink, appearing to read "Mike Darrow".

Mike Darrow
Utility Manager

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

September 2, 2015

The regular meeting of the New Richmond Utility Commission was held on September 2, 2015 at 3:30 p.m. at the Civic Center.

Jerry Frey called the meeting to order at 3:30 p.m.

Members Present: Jerry Frey, Bob Mullen, Dan Casey, Pat Becker, and Gerry Warner.

A motion was made by Pat Becker to approve the agenda, seconded by Gerry Warner, and carried.

A motion was made by Pat Becker to approve the minutes of the July 8, 2015 meeting, approve bills, and disbursements, seconded by Dan Casey, and carried.

Public Comment – None

2014 Financial Audit Presentation – Amanda Mboga, CPA, Baker Tilly Virchow Krause, LLP, gave a presentation on the 2014 Financial Audit. A report was handed out containing the highlights and key data information. The information came from the PSC and the Audit Financial Statements. Electric usage is very stable. Water has experienced some variability, but fairly consistent overall. Sewer usage was up 5% from 2011 to 2014.

WPPI Contract Extension – The WPPI Contract Extension will be on the Utility Commission Agenda over the next few months. The current agreement with WPPI goes through 2037. WPPI is looking to extend this contract through 2050. Pros and cons are being looked at to extend the contract for purchased power with WPPI. A decision will not need to be made until the end of the year.

Department Reports:

Bob Meyer, Water Superintendent:

A new water line was installed on East 2nd Street. This was a result of a broken curb stop caused during winter disconnects, and the fact that it was a lead line needing replacement. There was a leak on West 7th Street that was repaired. Bob attended the Preconstruction meeting. Marty Powers will be doing inspections for the 115th Street/175th Avenue, and High Street/N Pierson projects. This will include replacing two water services to existing homes. Jetting, and meter replacement is ongoing. Televising should be done during the month of September.

Steve Skinner, Lead Wastewater Treatment Plant Operator:

Steve has attended two Biosolids Meetings. The Biosolids Facility in Ellsworth, WI will be installing a new Scada system. One of the fans for the VFD at the Nature Center Lift Station failed. A secondary fan made it possible to keep the lift station in service until the original fan is repaired. The communication radio also malfunctioned. The cause is unknown, although it could have been a possible lightning strike. Waiting for quotes to see if it is feasible to have the radio repaired, or if it will need to be replaced. The standby generators have been serviced for the year. Dave Pufall continues to do an excellent job.

Tom Rickard, Electric Superintendent:

The reconstruction in the Marshall and Jefferson area has begun. Some directional drilling is being done by Tjader Highstrom. Five poles for lighting and temporary power was installed for the Moving Wall. Simon Electric donated the temp services for this event. Kevin Blader was highlighted in the Motor Week TV show on his involvement with Hurricane Sandy. The Electric Department is working to complete the Madison Avenue lighting project. A new feeder line is scheduled for construction this fall from Paperjack Drive down 140th Street to East Richmond Way. The Lakeside Foods road project will require the relocation of one pole.

Jeremiah Wendt, Director of Public Works: Jeremiah was absent.

Mike Darrow gave a brief report for Jeremiah in his absence. The City Council accepted bids for 115th, 175th, and High Street projects. These projects should begin within the next couple of weeks. The design process

for East and West River Drive, North Starr Avenue, North Shore Drive, and Paperjack Drive will take place in 2015. Bids are expected to take place in 2016 for these projects. Jeremiah has applied for a grant from the DOT for the N. 4th Street Project, with a projected start date of 2017 or 2018. The City is expecting between ten and twenty thousand people for the Moving Wall event. All departments have been helping with the preparation.

Nancy Petersen, Finance Director:

Lien Processing – 2015 - Lien processing is just around the corner and with the changes in Act 274 this year, there are some new requirements that need to be followed in order to continue our ability to use the tax roll as a tool for collecting delinquent residential tenant utility bills. Diane Thielke and I have met to discuss the changes that need to be made and the additional work required. We have also developed a list of questions that we will bring to the MEUW Accounting and Customer Service Seminar in September.

Letters will still be mailed on October 15. Last year we sent \$5,616 as compared to \$9,134 in 2013 and as always we will strive to do our best at collecting to lower this amount even further. As of August 31, 2015 our >60 days past due A/R was at 1% or \$12,269.

MEUW Accounting and Customer Service Seminar – Diane Thielke and I will be attending MEUW's Accounting and Customer Service Seminar on September 23 in the Dells. This year's seminar will update utility personnel on regulatory and legislative issues that impact utilities, provide best practices to improve operations including a complete review of the provisions in place for Act 274, and the new tax roll procedures in 2015.

2015 Northstar User Conference – Debbie Powers was selected as the winner for the 2015 Annual Northstar User Conference scholarship on October 21-23rd in Atlanta, GA. This is a full scholarship to attend the conference paid by WPPI.

Woodbridge Trailer Park – The loan to Woodbridge Trailer Park for \$14,861.76 which began in 2011 has been paid in full. This loan was for the installation of a 6" meter pit for a 4 year period at 5% interest.

Collecting Unpaid Utility Bills – Towns of Richmond and Star Prairie – We have some customers that we serve outside of the City limits in the Town of Richmond and Star Prairie. If these customers have unpaid utility bills as of September 30, in the past we have not been able to send these to the tax roll. I have been working with Nick Vivian, City Attorney, and in order for New Richmond Utilities to collect through the tax roll process, these two Towns must adopt a Resolution Authorizing the Town of Richmond and Star Prairie to Impose a Special Charge under Wis. Stats. §66.0809. A cover letter and resolution were sent to the Towns to be included at their next meeting. I have heard back from Star Prairie stating that this will be included at their meeting on September 1, but have yet to hear back from Richmond.

Moody's Bond Rating – On August 7, Moody's assigned an A2 rating to the City of New Richmond, WI's \$1.8M Electric Utility Revenue Refunding Bonds, Series 2015B, therefore maintaining the same rating previously issued for the 2006 Electric Revenue bonds. The rationale for the rating is based on the following:

- System's modestly-sized but growing service area
- Satisfactory financial operations with strong debt coverage and low levels of liquidity
- Adequate legal provisions
- Modest debt burden with no future borrowing plans

Reliance on the PSC to approve rate increases is also incorporated into the rating. A copy of the Sale Day Report was distributed to the commissioners.

Refinancing 2006 Electric Revenue Bond Results – The Electric Utility's 2006B Revenue Bond was refunded on August 10, 2015. The principal reduced from \$1,800,000 to \$1,765,000. The \$1,765,000 Electric Utility Revenue Refunding Bonds, Series 2015B was awarded to the low bidder, Bremer Bank, NA, New Richmond, WI at a 2.2276% true interest rate which equates to almost \$200,000 in debt service savings.

2016 Budgeting - We are just beginning to work on the 2016 budgets.

Focus on Energy Incentives (FOE) – Utility Projects– We received \$14,400 for the 190W LED conversion from 400W project and \$4,250 for the VFD for Well No. 3 project.

Year-to-date \$51,922.22 in FOE incentives have been received in our community - \$33,391.77 Business and \$18,530.45 Residential.

Weston Arndt, WPPI Energy Services Rep: Wes was absent.

Mike Darrow gave a brief update for Wes in his absence. Wes met with staff from Domain on an incentive for a compressed air and lighting project. The Wisconsin LED lighting project has been completed. Wes is meeting with Westfields to discuss their renovation plans, and possible incentive and grant opportunities. The Cox Motors large lighting project has also been completed.

Mike Darrow, Utility Manager:

Mike Darrow extended congratulations to Jeremiah Wendt and his family on the birth of their fourth daughter. Mike Peters, CEO from WPPI will be meeting with the City Council on October 12, 2015 to discuss the contract extension. The New Richmond Utility Commission will be invited to attend the presentation. The Public Service Commission has approved the New Richmond Utility Community Solar Project. Groundbreaking for this project is expected to take place this fall. Nancy Petersen will be attending the WPPI Annual meeting in September. Mike asked the Utility Commissioners if there would be an interest in going from a paperless format to iPads. The annual Utility Commission dinner will be held in October. The 2016 Budget process has begun. Time will be spent going over budgets and capital projects during the next few meetings.

Communications and miscellaneous correspondence – None

There being no further business, a motion was made by Dan Casey to adjourn, seconded by Gerry Warner, and carried. The meeting adjourned at 4:15 p.m.

Jerry Frey, President

Bob Mullen, Secretary

New Richmond Utilities

September 2015 Check Register

Check #	Date	Amount	Vendor Name	Description
000824	9/17/2015	83,550.00	LOCAL GOVERNMENT INVESTMENT POOL	SEPT15 INVESTMENT
000825	9/17/2015	29,000.00	LOCAL GOVERNMENT INVESTMENT POOL	SEPT15 INVESTMENT
000826	9/3/2015	8,922.87	US BANK CORPORATE PAYMENT SYSTEM	AUGUST OFFICE PCARD BILL
000827	9/4/2015	57,620.49	CITY OF NEW RICHMOND	PAYROLL 9/4/15
000828	9/30/2015	1,915,070.00	BOND TRUST SERVICES CORP	PAYOFF OF 2006 ELEC REV BOND
000829	9/15/2015	2,047.50	CITY OF NEW RICHMOND	AUGUST MONTHLY BILL
000830	9/15/2015	7,341.47	CITY OF NEW RICHMOND	RECYCLING
000831	9/15/2015	2,500.00	CITY OF NEW RICHMOND	RENT
000832	9/15/2015	21,248.32	CITY OF NEW RICHMOND	STORM WATER
000833	9/15/2015	2,083.60	INFOSEND, INC	AUGUST BILLING & POSTAGE
000834	9/15/2015	20.00	WISCONSIN STATE LAB OF HYGIENE	FLUORIDE TESTING
000835	9/18/2015	59,059.28	CITY OF NEW RICHMOND	PAYROLL 9/18/15
000836	9/16/2015	34,632.86	WI DEPT OF REVENUE	AUG15 SALES TAX
000837	9/28/2015	679,106.26	WISCONSIN PUBLIC POWER INC	JUL15 WPPI SUPPORT SERVICES
000838	9/28/2015	16,000.00	LOCAL GOVERNMENT INVESTMENT POOL	AUG15 WATER IMPACT & SAC
000839	9/24/2015	42,534.42	CITY OF NEW RICHMOND	TAX EQUIVALENT
000840	9/24/2015	26.00	CITY OF NEW RICHMOND	BENEFIT EXTRAS-MONTHLY FSA
000841	9/24/2015	92.62	CITY OF NEW RICHMOND	BEN EXTRAS-HRA MO ADMIN FEES
000842	9/24/2015	486.56	CITY OF NEW RICHMOND	DISABILITY INSURANCE
000843	9/24/2015	23,974.45	CITY OF NEW RICHMOND	HEALTH INSURANCE
000844	9/24/2015	38.27	CITY OF NEW RICHMOND	LIFE INSURANCE
000845	9/24/2015	9,121.60	CITY OF NEW RICHMOND	REIMBURSE WAGE-J WENDT
000846	9/24/2015	2,268.52	CITY OF NEW RICHMOND	REIMBURSE WAGE-N WIEDENFELD
000847	9/24/2015	2,508.92	CITY OF NEW RICHMOND	REIMBURSE WAGE-B THOMPSON
000848	9/24/2015	1,808.50	COMMERCIAL TESTING LABORATORY	BOD, AMMONIA, PHOSPHOROUS
000849	9/24/2015	3,010.00	HYDRODESIGNS	CROSS CONNECT INSPECT SERVICE
000851	9/24/2015	5,383.67	NEW RICHMOND UTILITIES	AUG CTC COLLECTIONS
000852	9/24/2015	408.47	TOTAL TOOL SUPPLY, INC.	VC6-350 BATTERY CRIMPER
033937	9/2/2015	3,977.82	SHORT ELLIOTT HENDRICKSON INC	SOUTH TANK REHABILITATION
033938	9/2/2015	161.92	BALDWIN TELCOMM	AUGUST PHONE BILL
033939	9/2/2015	17,022.44	DAKOTA SUPPLY GROUP INC	ERT 60W SENSUS REMOTE
033940	9/2/2015	4,145.63	SHORT ELLIOTT HENDRICKSON INC	2015 STREET DESIGNS
033942	9/10/2015	488.88	NEW RICHMOND UTILITIES	CR REF #511600-20 PAY MISC INV
033944	9/15/2015	1,354.00	CUMMINS NPOWER, LLC	GENERATOR SERVICE
033946	9/15/2015	1,237.60	EXPRESS EMPLOYMENT PROFESSIONALS	WAGE ROXANNE JORSTAD
033948	9/15/2015	55,242.50	FRESCO INC	LIGHT FIXTURES
033950	9/15/2015	79.00	INDUSTRIAL SAFETY, INC.	EXTINGUISHER INSPECTION
033952	9/15/2015	790.97	STUART C IRBY CO	HEAT SHRINK SPLICE JACKET
033954	9/15/2015	2,327.60	KRAUSE POWER ENGINEERING, LLC	NORTH SUBSTATION REPAIRS
033955	9/15/2015	345.16	KWIK TRIP	AUGUST FUEL
033956	9/15/2015	81.00	MY RECEPTIONIST, INC	ANS SVC 8/26 - 9/22
033957	9/15/2015	1,182.50	SCHMITT & SONS EXCAVATING, INC	REPAIRS-NEW WTR LINE E 2ND ST
033958	9/15/2015	109.66	STEPHENS SANITATION LTD	GARBAGE SERVICE
033959	9/15/2015	1,275.00	TJADER & HIGHSTROM	DIRECTIONAL BORE
033960	9/15/2015	2,800.00	TRIEBOLD'S PRESTIGE PAVING INC	ASPHALT PAVING ALLEY 2ND & 3RD
033961	9/15/2015	238.58	VERIZON WIRELESS	AUGUST CELL PHONE BILL
033962	9/15/2015	45.00	DNR	WASTEWATER CERTIF-S SKINNER
033963	9/16/2015	295.82	FRONTIER COMMUNICATIONS	AUGUST PHONE BILL

033964	9/16/2015	4,125.00	FUSION METAL PRODUCTS INC	SANDBLAST, POWDER COAT POLE AR
033965	9/16/2015	6,633.75	HD SUPPLY WATERWORKS, LTD	OMNI 1 1/2" METERS
033966	9/16/2015	3,195.50	WESCO RECEIVABLES CORP	CABNE, CONNECTOR, SEALING KIT
033967	9/24/2015	38.22	ANDREW KNUTSON	CR REF ACCT# 628300-21
033968	9/24/2015	105.00	ATCO INTERNATIONAL	GERM-AID
033969	9/24/2015	14,435.00	BELL LUMBER & POLE COMPANY	POLES
033970	9/24/2015	8,885.58	BORDER STATES ELECTRIC SUPPLY	DISCONNECT SWITCH
033971	9/24/2015	18.36	CRAIG S PETERS	CR REF ACCT# 712700-24
033972	9/24/2015	989.00	CUMMINS NPOWER, LLC	SHOP GENERATOR SERVICE
033973	9/24/2015	179.35	CYNTHIA L JONES	CR REF ACCT# 1124000-21
033974	9/24/2015	154.32	DON GILBERT	CR REF ACCT# 707700-23
033975	9/24/2015	450.00	DONITA STEPAN	CR REF ACCT# 1293900-22
033976	9/24/2015	754.39	EXPRESS EMPLOYMENT PROFESSIONALS	PAYROLL 9/6/15-R JORSTAD
033977	9/24/2015	18.23	FRITZ & CAROL OLTMANNS	CR REF ACCT# 1292500-22
033978	9/24/2015	298.16	GARY BAILLARGEON	CR REF ACCT# 1118200-22
033979	9/24/2015	112.03	GILLEN'S LIMEQUARRY & LANDSCAP	LIME ROCK - 1934 W 7TH ST
033980	9/24/2015	23.50	GIRARD'S BUSINESS SOLUTIONS	INK CARTRIDGE
033981	9/24/2015	222.74	HEATHER & JACOB STOLP	CR REF ACCT# 203300-24
033982	9/24/2015	769.34	STUART C IRBY CO	VINYL ELECTRIC
033983	9/24/2015	861.45	JEFFREY L HEINZE	CR REF ACCT# 213800-23
033984	9/24/2015	249.61	JOHN R LEE	CR REF ACCT# 409600-23
033985	9/24/2015	34.99	JOSHUA K MANNEL	CR REF ACCT# 1615300-23
033986	9/24/2015	10.81	LAURIE MACCHIAROLI	CR REF ACCT# 581000-20
033987	9/24/2015	42.49	LEONARD SPYCHALLA	CR REF ACCT# 1396000-20
033988	9/24/2015	58.04	LISA BUOEN	CR REF ACCT#1635800-21
033989	9/24/2015	759.00	OPTICAL NEW RICHMOND	SAFETY GLASSES-T RICKARD
033990	9/24/2015	115.99	PAT HOWELL	SAFETY BOOTS
033991	9/25/2015	0.00	PETER CASTNER	CR REF ACCT# 1505200-21
033992	9/24/2015	31.12	PETER WESTMORELAND	CR REF ACCT# 1005800-21
033993	9/24/2015	159.91	REBECCA L YEAGER	CR REF ACCT# 718400-31
033994	9/24/2015	206.54	ROGER & DEBRAH JOHNSON	CR REF ACCT# 1294500-21
033995	9/24/2015	295.76	SCOTT HEINBUCH	CR REF ACCT# 1379000-41
033996	9/24/2015	1,378.78	SHORT ELLIOTT HENDRICKSON INC	SOUTH TANK REHABILITATION
033997	9/24/2015	35,526.00	SIEMEN'S ENERGY INC	SF6 CIRCUIT BREAKER
033998	9/24/2015	53.92	THOMAS BOHMKE	CR REF ACCT# 1259500-20
033999	9/24/2015	122.25	THORICE S BREKKE	CR REF ACCT# 1124800-20
034000	9/24/2015	914.86	TIM BOEHNEN	CR REF ACCT# 1803800-23
034001	9/24/2015	18,580.80	WEST CENTRAL WIS BIOSOLIDS FAC	AUGUST BIOSOLIDS
034002	9/24/2015	26,500.00	WESCO RECEIVABLES CORP	POLES
034003	9/24/2015	25.00	DNR	S SKINNER-LAB EXAM REVIEW COUR
034004	9/24/2015	25.00	DNR	D PUFALL-LAB EXAM REVIEW COURS
034005	9/24/2015	176.79	XCEL ENERGY	AUGUST GAS BILL
034007	9/25/2015	158.00	NEW RICHMOND UTILITIES	DEP REF ACCT#1610900-27-MCIVAN

Total \$ 3,234,005.76

Total checks & Wires



TO: Utility Commission

FROM: Jeremiah Wendt, Director of Public Works

DATE: October 1, 2015

Re: Water/Wastewater GIS Update

Staff will provide a demonstration of the Water/Wastewater Geographic Information System (GIS), which has undergone a major overhaul this year.